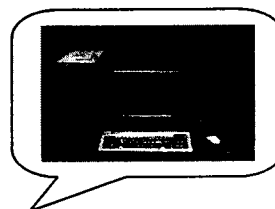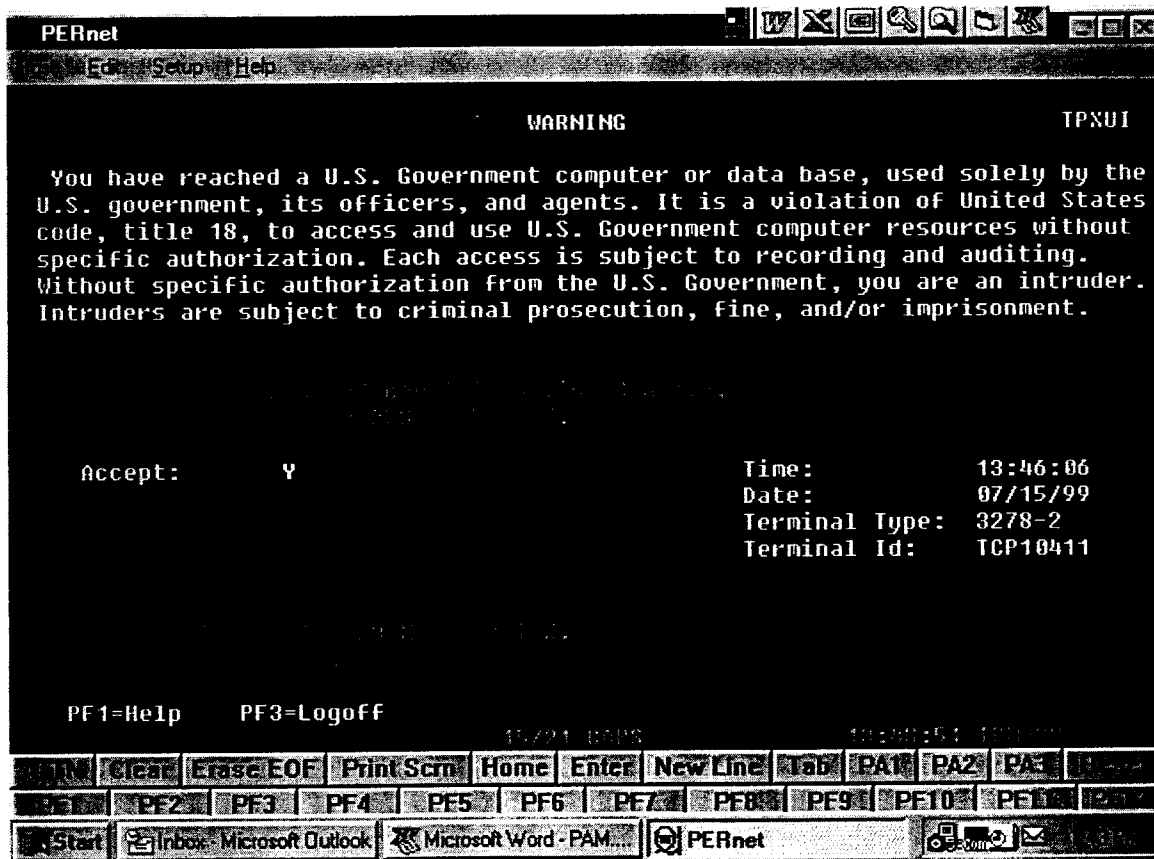# USER GUIDE

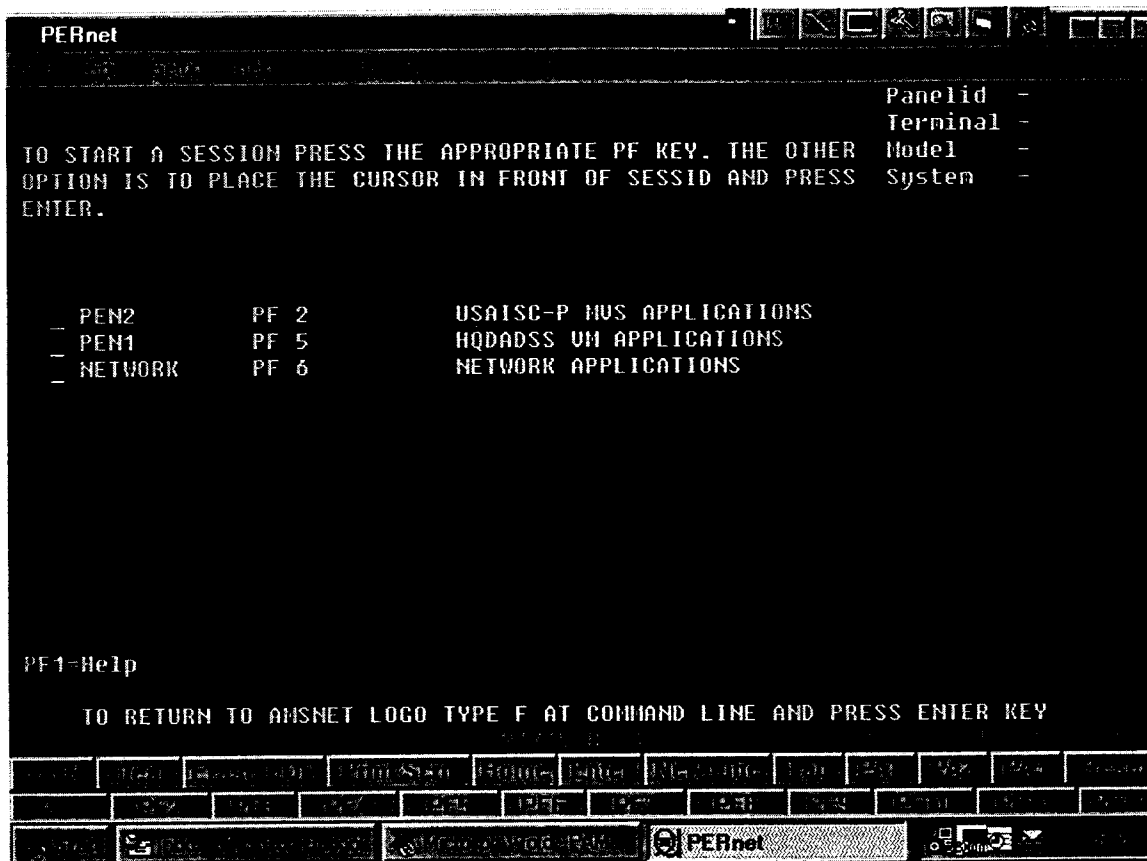# "HOW TO ORDER/PRINT A PMAD DOCUMENT"

15 October 1999

Classification and Structure Branch
TAPC-PLC-C

HOW TO ORDER A PMAD

1. Double click on QWS3270.

2. At the "SECURITY SCREEN", enter "Y" as shown and press ENTER.

3. At the first "OPTION SCREEN" shown below, press "F2".

```
PERnet

                                                            Panelid   -
                                                            Terminal  -
TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER   Model     -
OPTION IS TO PLACE THE CURSOR IN FRONT OF SESSID AND PRESS   System    -
ENTER.



    _ PEN2        PF 2          USAISC-P MVS APPLICATIONS
    _ PEN1        PF 5          HQDADSS VM APPLICATIONS
    _ NETWORK     PF 6          NETWORK APPLICATIONS






PF1=Help

    TO RETURN TO AMSNET LOGO TYPE F AT COMMAND LINE AND PRESS ENTER KEY
```

4. At the "SAMNET SCREEN" shown below, enter your "LOGON-ID" and "PASSWORD" then press ENTER.

```
PERnet

              SINGLE AGENCY MANAGER - PENTAGON              You are on SYS1

      /@@@          HELP DESK NUMBER:  703-614-6762    DSN 224-6762    TPXUM
    /@@@@@@@
  /@@@@@/@@@@@     @@@@@@@  @@@@@@@  @@@@@@@@@@  @@@    @@   @@@@@@  @@@@@@
 /@@@@@    /@@@@@   @@        @@   @@  @@  @@  @@  @@@@    @@   @@         @@
/@@@@@      /@@@@@ @@@@@@@   @@@@@@@  @@  @@  @@  @@ @@ @@  @@@@      @@
 /@@@@@    /@@@@@         @@  @@   @@  @@  @@  @@  @@   @@@@  @@         @@
  /@@@@@@  /@@@@@   @@@@@@@  @@   @@  @@  @@  @@  @@    @@@  @@@@@@   @@
   /@@@@@@@@@@@@@
    /@@@@@@@@@@@
     /////////       WARNING: Unauthorized use of this computer system is a
                 violation of U.S.C. Title 18. Violators will be prosecuted.

  LOGONID:       AMMS5                      TIME:           13:48:09
  Password:        █                        DATE:           07/15/99
  Account:                                  TERMINAL TYPE:  3278-2
                                            TERMINAL ID:    TCP10411




   PF1=Help     PF3=TO RETURN TO ORIGINAL HOST/COMPUTER NETWORK


                                                        PERnet
```

5. At the "OPTION MENU" shown below, type "S" next to "TS01" and press ENTER.

```
PERnet

                                                    Panelid  - TEN0041
                                                    Terminal - TCP10411
Cndkey=PF15       Jump=PF13      Menu=PF14          Model    - 3278-2
Cndchar=/                                           System   - TPXUN
     TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
     PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.


    _  CICDBPU    PF 9        CICS DB2 Production
    _  CICDSNU    PF          CICS DB2 Development
    _  D2CU1      PF          OMEGAMON/DB2 (SYS1)
    S  TS01       PF          TSO ON SYSTEM ONE
    _  TS03       PF          TSO ON SYS3
    _  ATRDB2P    PF 5        ATRRS DB2 PRODUCTION
    _  ATRSDEV    PF          ATRRS DEVELOPMENT
    _  ATRSTST    PF 17       CICS FOR ATRRS TESTING
    _  CICSDB2    PF 6        CICS FOR DB2 DEVELOPMENT
    _  CICSPRO    PF          CICS FOR STANDARD SYSTEMS
    _  DB2PROD    PF 12       CICS FOR DB2 PRODUCTION
    _  DB2SAT     PF 16       CICS FOR DB2 ACCEPTANCE TESTING
    _  FBPRD      PF          CICS FORCE BUILDER PROD (DBP)


    TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right    =Cmd Help
```

6. At the "READY" prompt, type in PAM and press ENTER.
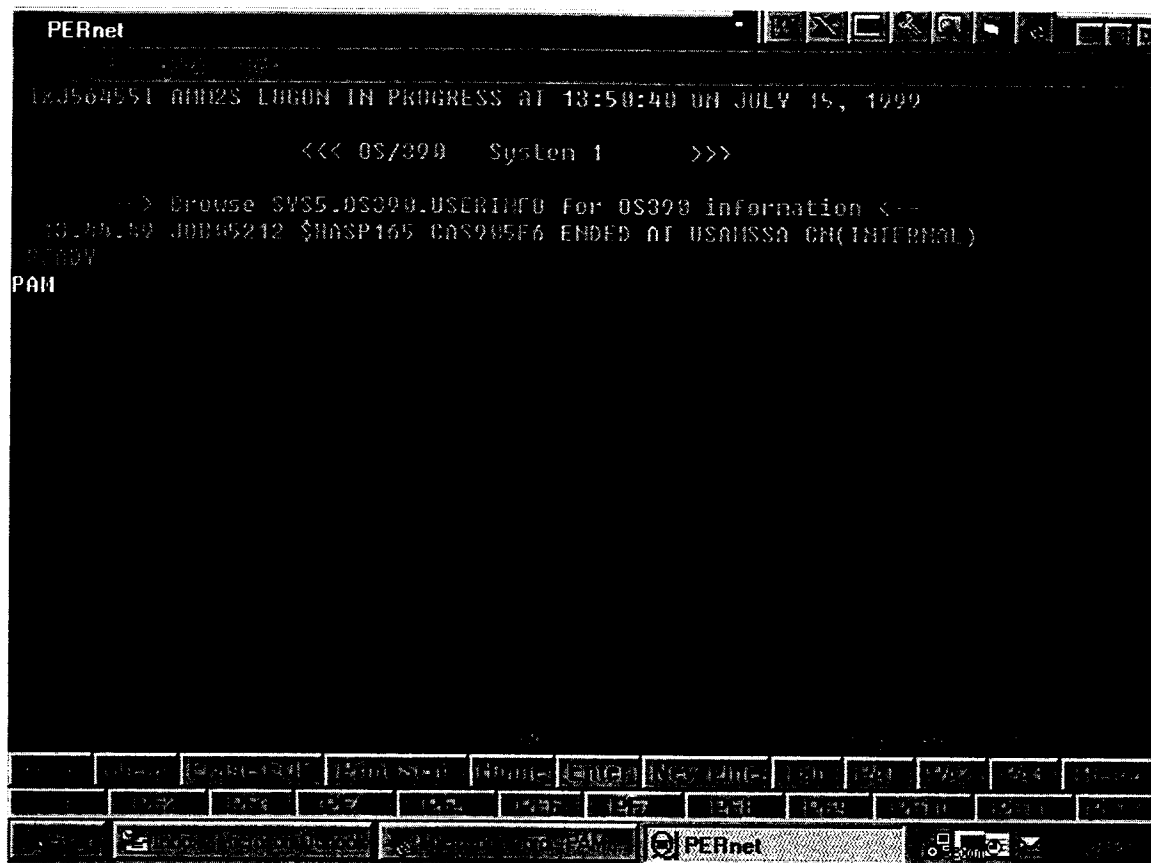
7. At "PAM SCREEN", press ENTER.

PERnet

applymoc

PRESS   TO CONTINUE TO THE MAIN OPTION MENU

8. At the "SELECTION SCREEN" shown below, type "C" for CAUDB and press
ENTER.

```
PERnet

PAM
                                                              PAGE    OF

               C

       --------    ----------------------------------------------------------

           CAUDB-CORRECTABLE AUTHORIZATION DATABASE/FORCE FILES

           MOBMAN-MOBILIZATION MANPOWER PLANNING SYSTEM

           POSCEDIT-PERSONNEL OCCUPATIONAL SPECIALTY CODE EDIT

           VALIDATION TABLES-VALUES,DESCRIPTIONS,RELATIONSHIPS

           SYSTEM ADMIN-ACCESS CONTROL, USER PROFILE REPORTS
```

9. Press ENTER.

PERnet

PAHHSG

PRESS   TO CONTINUE TO THE MAIN OPTION HENU

10. At the "REPORT SELECTION MENU" shown below, type "S" by the desired report and press ENTER. For MOCS Proposals use FRR05FY (shown).

```
PERnet

RPTS
                                                                PAGE    OF


                    LIST REPORTS STORED FOR YOUR LOGONID
                    PRINT SELECTED VALIDATION TABLES
                    MOS BY GRADE
                    FRR05 BY YEAR    (USER DEFINED)
                    FRR05 BY MONTH   (USER DEFINED)
                    FRR05 BY QUARTER (USER DEFINED)
                    SCRUB2 COMPARE BY FY (USER DEFINED)
                    SCRUB2 COMPARE BY MONTH (USER DEFINED)
                    SCRUB2 COMPARE BY QUARTER (USER DEFINED
                    SCRUB1 UNIT HEADER REPORT
                    SCRUB3 UNIT HEADER COMPARE
                    FY STRENGTHS      LIMITED SELECTIONS
                    MONTH STRENGTHS   LIMITED SELECTIONS
                    QUARTER STRENGTHS LIMITED SELECTIONS
                    DUPLICATE CCNUM REPORT
```

11. At the "PMAD/UAD SELECTION SCREEN" shown below, type in "S" by the Last Approved Database and press ENTER. Use PMAD unless otherwise instructed by DCSOPS for MOCS Proposals.

```
 PERnet

 FILES
                                                       PAGE    OF


              9905        UPDATED AUTHORIZATION DOCUMENT
              9902        PERSONNEL MANAGEMENT AUTHORIZATION DOCUMENT
              9906        MFORCE
              9906        THE ARMY AUTHORIZATION DOCUMENTS SYSTEM
              9906        TAADS TYPCO 3 MACOM TC
              9902        PERSACS DATA
              9802        PERSONNEL MANAGEMENT AUTHORIZATION DOCUMENT
              9811        UPDATED AUTHORIZATION DOCUMENT
              9812        MASTER FORCE
              9807        PERSACS DATA
              8894        PMAD/UAD HISTORY FILE - FY 88 TO 94 DATA
              9501        PMAD/UAD HISTORY FILE - FY 95 TO 01 DATA
              0205        PMAD/UAD HISTORY FILE - FY 02 TO 05 DATA
              9806        MASTER FORCE
              9901        TAADS - ALL COMPOS

        PRESS         TO CONTINUE
```

12. At the "USER DEFINED SCREEN" shown below, type "Y" as AUSTR, type "Y" at Stored Format, and D at Report or Raw Data as indicated below.

```
PERnet

FRR05FY1


                                        (AUSTR IS THE DEFAULT SELECTION)


     AUSTR=> Y
     RQSTR=> N


     AUOFF=> N      AUWOF=> N      AUENL=> N      AUAGR=> N      AUCIV=> N
     RQOFF=> N      RQWOF=> N      RQENL=> N      RQAGR=> N      RQCIV=> N


     USE STORED FORMAT................      Y   (    OR    )
     USE STORED INCLUDE/EXCLUDES......      N   (    OR    )
     CREATE D(RAW DATA) OR R(REPORT)..      D

     REPORT TITLE LINE................      █
     REPORT LABEL NAME................
```

13.   At the "DATA SELECTION SCREEN" shown below, ensure the stored format matches the selected sequence indicated below.   Once this Screen is set, press F4 to store your information.

```
┌─────────────────────────────────────────────────────────────────────┐
│  PERnet                                                               │
├─────────────────────────────────────────────────────────────────────┤
│  FORMAT                                                               │
│                                                                       │
│   UIC ..........   1      N    N    COMPO ..........  _      N    N    │
│   SRC ..........   9      N    N    TYPCO ..........  _      N    N    │
│   SRC BRANCH ...          N    N    COMMENTS1-3 ....  _      N    N    │
│   MACOM ........   10     N    N    BRANCH .........         N    N    │
│   CCNUM ........   _      N    N    STNNM ..........  13     N    N    │
│   MPC ..........   _      N    N    ULC ............         N    N    │
│   MOS/AOC ......   2      N    N    CAT.SRC ........  _      N    N    │
│   GRADE ........   3      N    N    ASGMT ..........  _      N    N    │
│   CMF ..........   _      N    N    LOCCO .........   14     N    N    │
│   FUNAC ........   _      N    N    STACO .........   _      N    N    │
│   SKILL ........   4      N    N    REPCO ..........  _      N    N    │
│   SQI ..........   5      N    N    IARC ...........  _      N    N    │
│   SQI2 ........    6      N    N    PPG ............  _      N    N    │
│   ASI1-4 .......   7      N    N    DML ............  _      N    N    │
│   DTLCOMPO .....   _      N    N    ACTCO .........   _      N    N    │
│   LIC ..........          N    N    TPSNA .........          N    N    │
│   RMKS1-4 ......   8      N    N    ULC/UNTDS ......  12     N    N    │
│   IDENT ........   _      N    N    CARSS/UNMBR ....  11     N    N    │
│   PUD/TYPCO ....   _      N    N    AMSCO ..........         N    N    │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

14. At the "DATA SELECTION SCREEN" below, select the needed elements for your report as needed. The example shows the minimum elements needed for a report. As requested by the program, enter the appropriate data needed for your report.

```
PERnet

#PARMSEL


FILE(S):


TYPE     =INCLUDE     =EXCLUDE


                  I START FY           CAT.SRC
  _ UIC            _ COMPO            _ TYPCO
  _ SRC            _ BRANCH           _ DSCMP
  _ MACOM          _ ASGMT           _ TPSNA
  _ SRC BRANCH     _ IARC            _ LOCCO
  _ ACTCO          _ PPG              _ STACO
  I MPC            _ DML              _ CCNUM
  _ MOS/AOC        _ COMMENT1-3       _ ULC
  _ GRADE          _ REPCO            _ MDEP
  I CMF            _ FUNAC            _ AMSCO
  _ SKILL          _ SQI              _ DTLCOMPO
  _ ASI            _ LIC
  _ RMKS           _ IDENT
```

NOTE: You can choose any of the following:

CMF	=	an entire CMF
MOS/AOC	=	MOS or AOC

15. At the "START FY" space type in current year and leave the "TO" space BLANK.

PERnet

(BID01)

START FY   99 TO   █

16. At this Screen type in: E for Enlisted
                                     O for Officer
                                     W for Warrant

PERnet

(#IMPC)

E

17. Type in CMF or MOS/AOC. This should correspond with the "INCLUDE/EXCLUDE SELECTION CRITERIA SCREEN".

18. This screen shows you what has been selected with an asterisk.

19. Once the data selection is completed and you have pressed ENTER, the "OUTPUT DESTINATION SCREEN" shown below will be displayed. Type "V" as indicated below and press ENTER. This will send your files to the reader so you can download it and use it in APPLYMOC.

```
PERnet                                    ■
#PRINTB




          V


UPSPRINT TO PRINTER     ............... PRINTER NUMBER    █

PRINT TO RJE OR ALTERNATE NODE....... PRINTER              COPIES    1

TRANSFER TO ANOTHER NODE/PROFS ...... NODE          ID

REVIEW AND DETERMINE DISPOSITION UPON COMPLETION (USE RPTLIST TO LIST)
```

20. If job was ordered correctly, the screen displayed below will be shown.

HOW TO DOWNLOAD PMAD

1. Follow the directions for "HOW TO ORDER A PMAD" to get to the screen shown below.

2. Once sufficient time has passed for the reports to process, log into PAM. At the "REPORT SELECTION SCREEN" place an "S" in the RPTLIST as shown below then press ENTER.
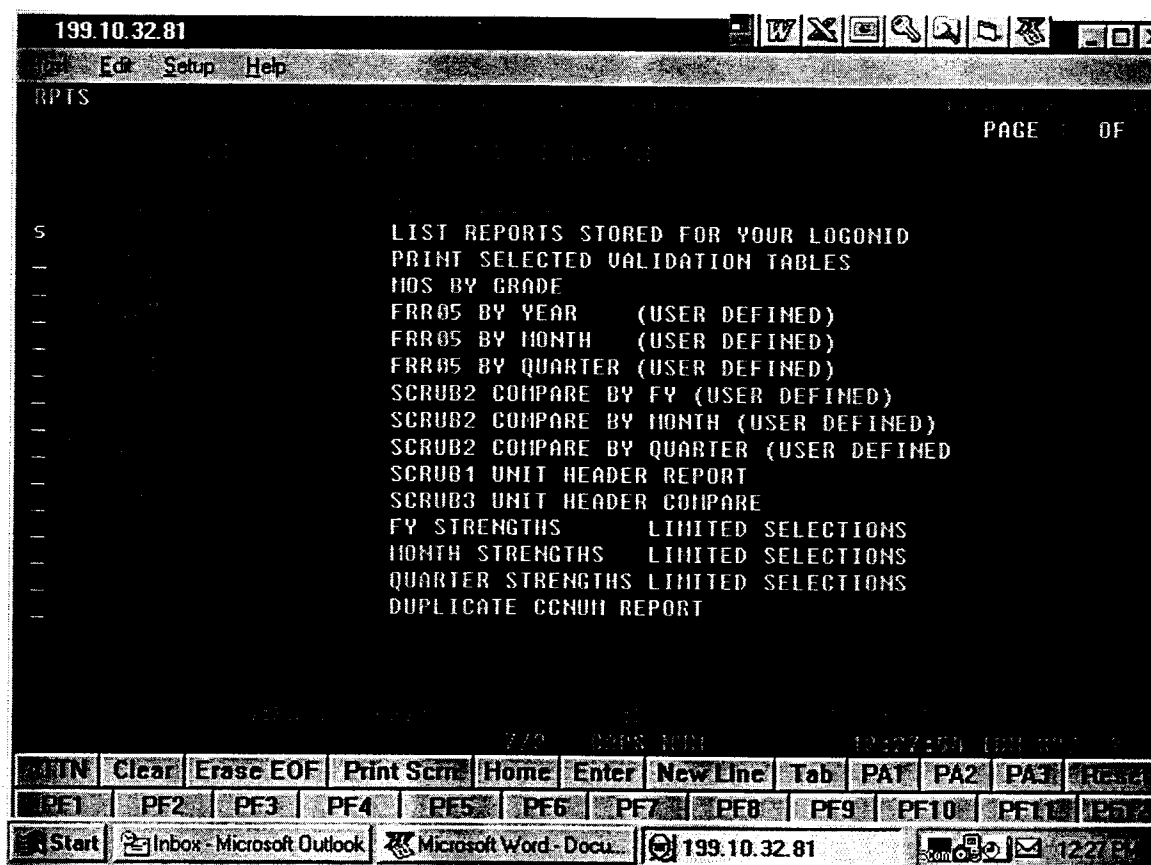
3. At the "REPORT LIST UTILITY SCREEN" shown below, type in "GET" then press ENTER.

```
 199.10.32.81                                    ▪ ▨ ⊠ ▭ ▨ ▨ ▨ ▨    ▯▯▯

  ::LIST
                                                        PAGE      OF

             GET_


WHEN THE LIST OF REPORTS APPEARS TYPE     TO THE LEFT OF THE REPORT NAME THAT
YOU WISH TO PROCESS.


  The following line commands will be available when the list is displayed:

    =  Process the report on the PAH REPORT DISPOSITON DISPLAY

    = Make a copy of the report
    = Send the report to a nodeid.profid
       = Print the report to a specified printer
     = Print the report at USAISC-Pentagon remote printer
     = Count the number of lines in the report
  = Browse report
  = Edit report
  = Delete report
  = Rename report
```

4. At the "REPORT LIST SCREEN" press the PRINT SCREEN button (you need to print the screen so you have the file # because you will need it later).

When FRR05 PMAD/UAD extracts have been requested as shown above, the extract will arrive in two parts:

      1. DATA file contains the authorization data at UIC/MOS/Grade detail.

      2. DEF file contains the Report Header data to include the Fiscal Years requested.

When ordering multiple extracts, you must determine the contents of the extract for proper naming when downloading. To do this, tab to line under the COMMAND block, type B (BROWSE) as shown below, and press ENTER.

```
 199.10.32.81
Host  Edit  Setup  Help
   Menu   Options   View   Utilities   Compilers   Help
------------------------------------------------------------------------
DSLIST - Data Sets Matching WCCU.$.*.T*.AMM2S                 Row 1 of 2
Command ===>                                          Scroll ===> PAGE

Command - Enter "/" to select action              Message         Volume
------------------------------------------------------------------------
     B     WCCU.$.FRR05FY.T112257.AMM2S.DATA                      SHS256
           WCCU.$.FRR05FY.T112257.AMM2S.DEF                       SHS513
*************************** End of Data Set list ***************************




                              8/7    CAPS NUM           12:29:27  IBM-3278-2
ATTN  Clear  Erase EOF  Print Scrn  Home  Enter  New Line  Tab  PA1  PA2  PA3  Reset
PF1   PF2   PF3   PF4    PF5   PF6   PF7    PF8   PF9   PF10   PF11  PF12
Start   Inbox - Microsoft Outlook   Microsoft Word - Docu...   199.10.32.81        12:29 PM
```

NOTE: Both parts must be downloaded to create the .APF ACII PMAD File for the Crosswalk using the procedures below.

5. The file contents will display as shown below. Use F8 to scroll down and F7 to scroll up as required to view the file. When finished viewing the file contents, press F3 to return to the files list.

6. After printing the reports list and viewing the file contents as needed for proper identification, press PF3 as needed to exit back to the Report Selection Menu as exampled below. At this screen, press F4 to exit to the Ready Prompt.

```
199.10.32.81                                          

  Edit  Setup  Help

RPTS
                                                           PAGE    OF



                      LIST REPORTS STORED FOR YOUR LOGONID
          _           PRINT SELECTED VALIDATION TABLES
          _           MOS BY GRADE
          _           FRR05 BY YEAR    (USER DEFINED)
          _           FRR05 BY MONTH   (USER DEFINED)
          _           FRR05 BY QUARTER (USER DEFINED)
          _           SCRUB2 COMPARE BY FY (USER DEFINED)
          _           SCRUB2 COMPARE BY MONTH (USER DEFINED)
          _           SCRUB2 COMPARE BY QUARTER (USER DEFINED
          _           SCRUB1 UNIT HEADER REPORT
          _           SCRUB3 UNIT HEADER COMPARE
          _           FY STRENGTHS       LIMITED SELECTIONS
          _           MONTH STRENGTHS    LIMITED SELECTIONS
          _           QUARTER STRENGTHS LIMITED SELECTIONS
          _           DUPLICATE CCNUM REPORT




                                4/2         PROT         12:01:21



 PF1   Clear  Erase EOF  Print Scrn  Home  Enter  New Line  Tab  PA1  PA2  PA3  Reset
 PF1     PF2    PF3    PF4    PF5    PF6    PF7    PF8    PF9    PF10   PF11   PF12
 Start   Inbox Microsoft Outlook   Microsoft Word - Docu   199.10.32.81          12:01 PM
```

7. At the "READY PROMPT SCREEN", use the mouse to select HOST from the option menu at the top of the screen and then to select Download File.
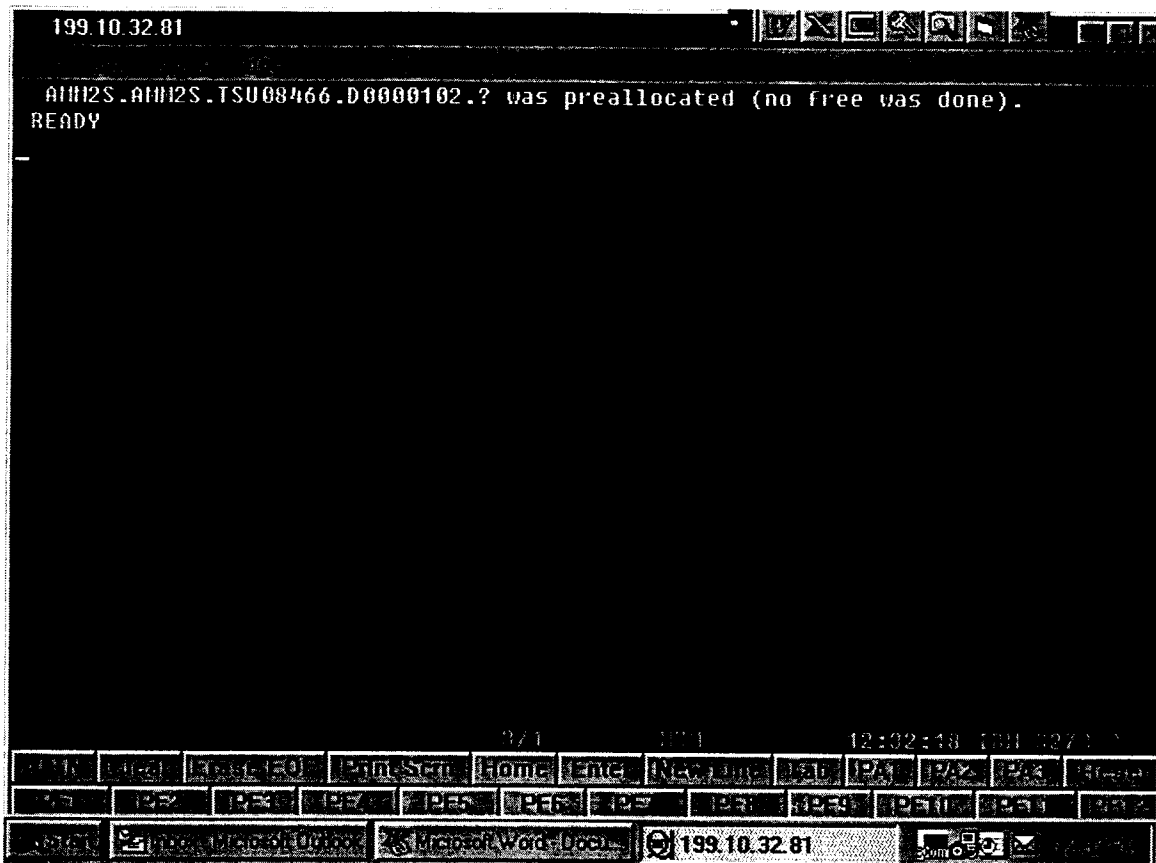
8. Click on "DOWNLOAD FILE".
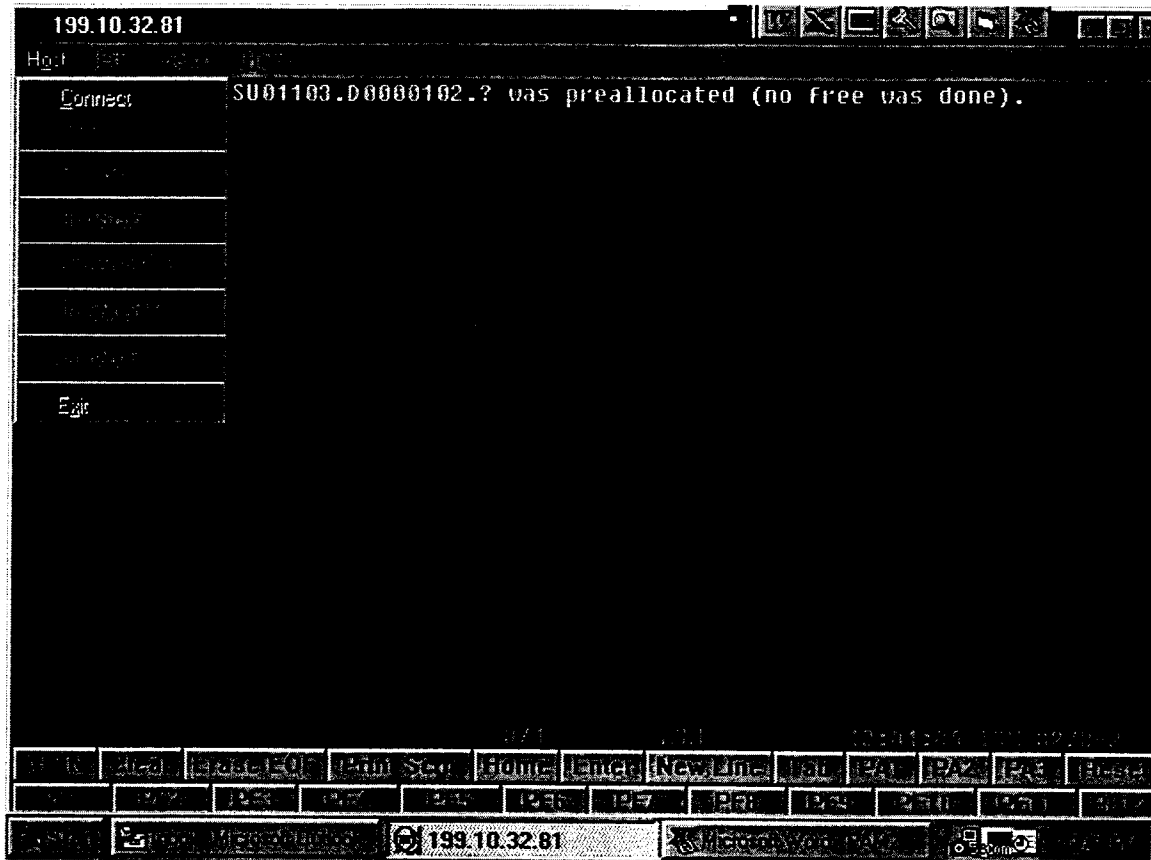
9. In the Host File Block, enter the report name from the Report List beginning with the $ (dollar sign) as the left most character (Example: $.FRR05Y.T162858.ASC72.DATA) as shown below. The program is CASE SENSITIVE so always turn the Caps Lock on before entering the data.

HOST TYPE SHOULD BE TSO!

Remember: *DATA file = APF extension*
            DEF file = AHF

10. Click on the Browse Button to select the drive and directory where you wish to store the downloaded file (usually in APPLYMOC Directory). Click OK.
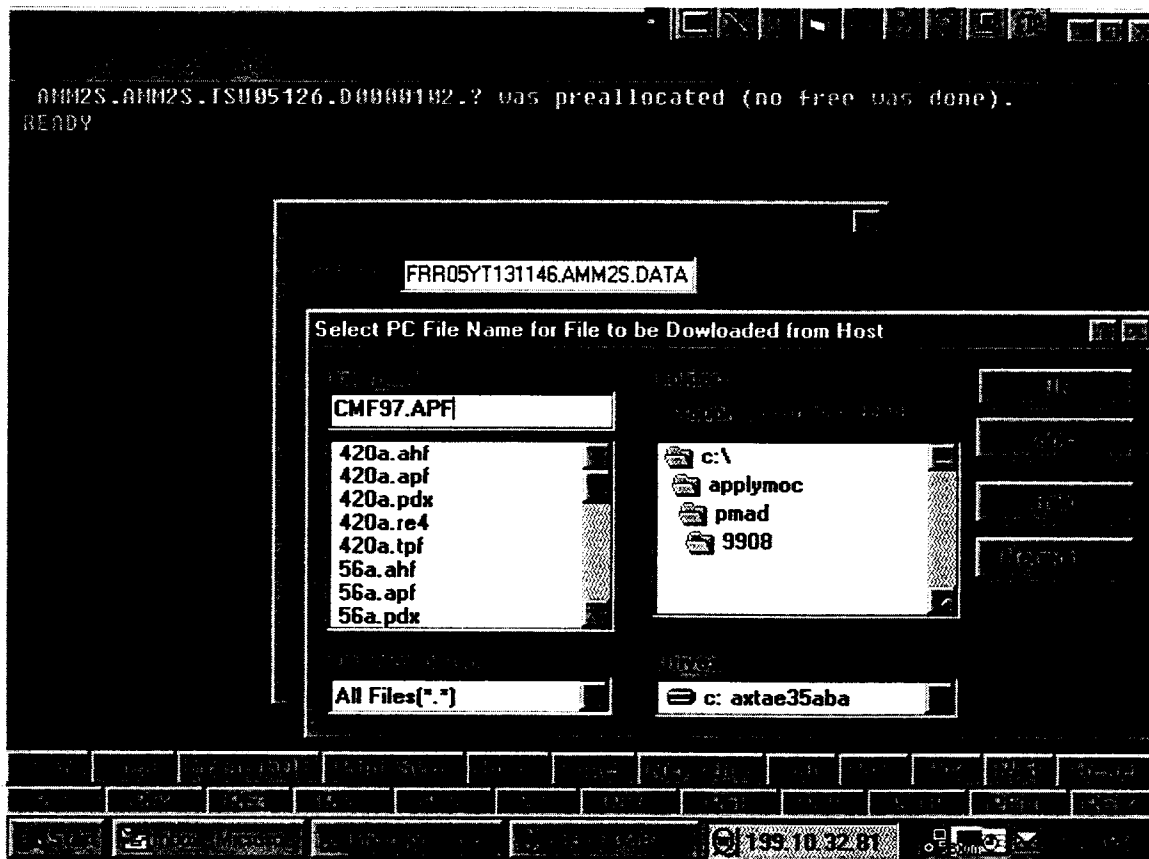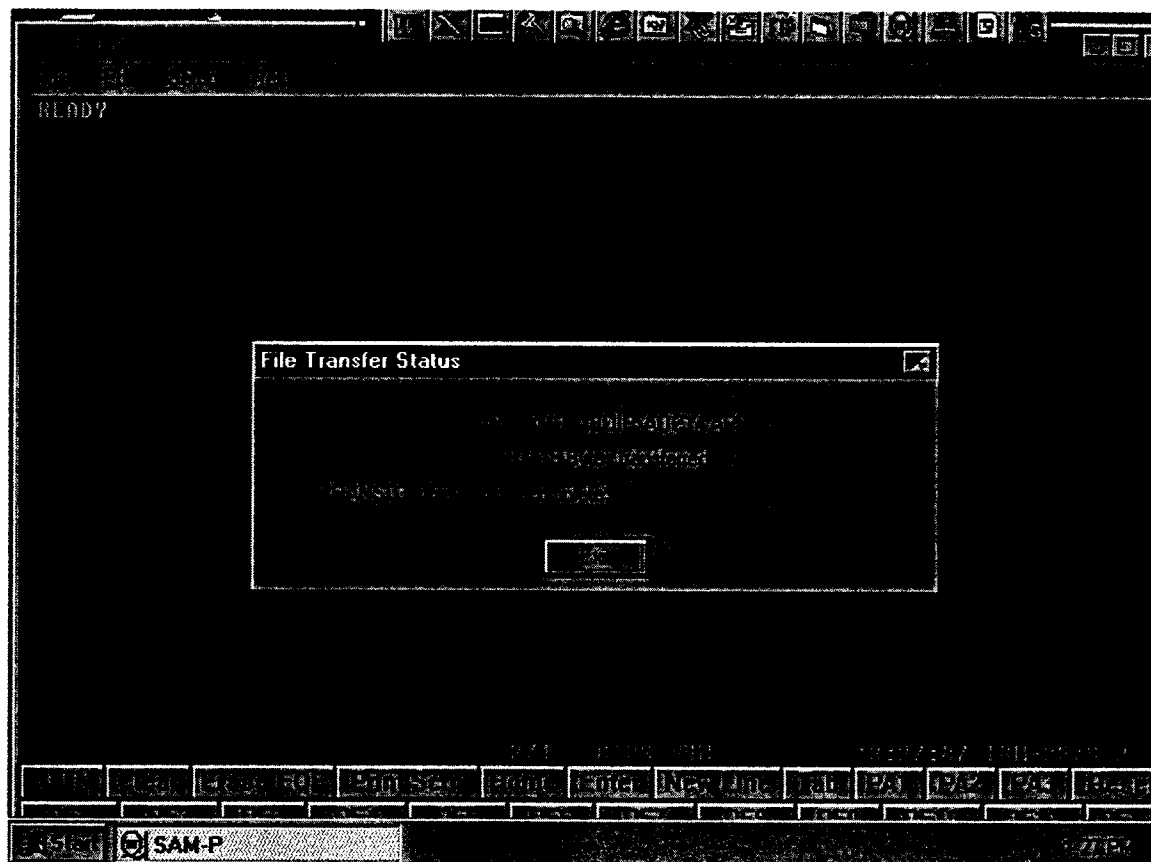
11. Once you have added your "HOST FILE" and "PC FILE" names, click the
on the OK button.

Remember: *DATA file = APF extension*
                 DEF file = AHF

HOST TYPE SHOULD BE TSO!
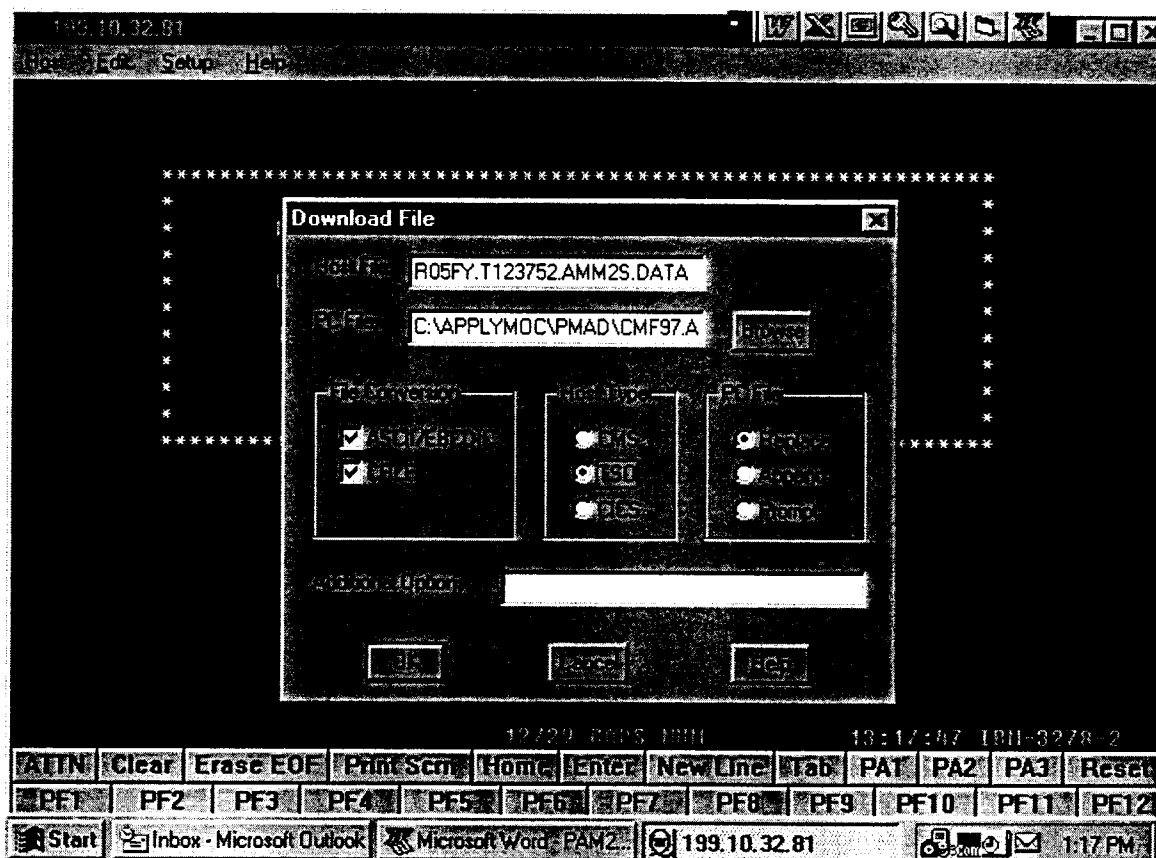
12. Once the file has been downloaded you will get the following message.

13. Once you have finished downloading both your APF and AHF files for each PMAD ordered, at the "READY" prompt, type in "LOGOFF" to get out of the system.

You will need to convert this data into APPLYMOC format before being able to crosswalk with the TAADS.